

**SECRET**  
**CONFIDENTIAL**

**PROCEDURES TO BE USED IN PROCESSING ECONOMIC CURRENT INFORMATION**

**O/RR Procedures**

1. In those cases where O/RR receives economic information first, O/RR analysts will select those items considered to be of check-list significance, consulting with O/RR division analysts when necessary.
2. Each document selected for routing to O/CI will be marked "Priority" (this term to be used only when an item is fairly "hot") or "Routine," depending upon the timeliness and importance of the information. A short comment indicating the significance of the content of each document will be written on the transmittal form. Important parts of the material may be underlined or pointed out by marginal notes if this method is considered more effective.
3. Those items marked "Priority" should be hand carried immediately to Indications Branch, CID, O/CI. Those items marked "Routine" should be sent to the appropriate section of Support Branch, CID, O/CI via the O/CI Dissemination Unit.

**O/CI Procedures**

1. In those cases where Support Branch, CID, O/CI, receives economic information first, Support Branch analysts will select those items considered to be of current interest and process them as any other regional items are processed; i.e., abstracting and commenting on fan-fold forms and forwarding to Indications Branch, CID, O/CI. Should a Support Branch analyst require additional expert comment, he may request such comment from the appropriate analyst in O/RR.
2. In those cases where Support Branch, CID, O/CI, receives from Reading Section, O/RR selected economic information with comments, Support Branch analysts will add any pertinent comments of their own and process the items as any other regional items are processed. Should a Support Branch analyst require amplification or clarification of an O/RR comment, he may request such comment from the appropriate analyst in O/RR.

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ROUTING

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| TO:                                | NAME AND ADDRESS | DATE         | INITIALS       |
|------------------------------------|------------------|--------------|----------------|
| 1                                  |                  |              |                |
| 2                                  |                  |              |                |
| 3                                  |                  |              |                |
| 4                                  |                  |              |                |
|                                    | ACTION           | DIRECT REPLY | PREPARE REPLY  |
|                                    | APPROVAL         | DISPATCH     | RECOMMENDATION |
|                                    | COMMENT          | FILE         | RETURN         |
|                                    | CONCURRENCE      | INFORMATION  | SIGNATURE      |
| REMARKS:                           |                  |              |                |
|                                    |                  |              |                |
| FROM: NAME, ADDRESS, AND PHONE NO. |                  |              | DATE           |
|                                    |                  |              |                |
|                                    |                  |              |                |

(Security Classification)

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Sensitive Intelligence Sources and Methods Involved

**NATIONAL SECURITY INFORMATION**

Unauthorized Disclosure Subject to Criminal Sanctions

**Top Secret**

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